

~~WAC 388-155-070~~
~~APPLICATION AND~~
~~REAPPLICATION FOR~~
~~LICENSURE ORIENTATION,~~
~~TRAINING, AND~~
~~INVESTIGATION~~

- ~~1) The person, organization, or legal entity applying for a license or relicensure under this chapter and responsible for operating the home must:~~
 - ~~(a) Attend orientation and training programs provided, arranged, or approved by the department;~~
 - ~~(b) Comply with application procedures the department prescribes; and~~
 - ~~(c) Submit to the department:~~
 - ~~(i) A completed department supplied application for family child care home license, including required attachments, ninety or more days before the:~~
 - ~~(A) Beginning of licensed care;~~
 - ~~(B) Expiration of a current license;~~
 - ~~(C) Relocation of a home; or~~
 - ~~(D) Change of licensed capacity category.~~
 - ~~(ii) A completed criminal history and background inquiry form for each applicant, assistant, volunteer, or member of the household sixteen years of age or older having unsupervised or regular access to the child in care;~~
 - ~~(iii) Fingerprint cards if residing in Washington State for less than three years; and~~
 - ~~(iv) The annual licensing fee.~~
- ~~2) In addition to the required application materials specified under subsection (1) of this section, the applicant for initial licensure must submit to the department:~~
 - ~~a) A department supplied employment and education resume of the applicant and assistant including a transcript or its equivalent documenting early childhood education class completion, where appropriate; and~~
 - ~~b) Three references for the applicant.~~
- ~~3) The applicant for a license under this chapter shall be eighteen years of age or older.~~
- ~~4) The department may, at any time, require additional information from the applicant, licensee, assistant, volunteer, member of their household and other person having access to the child in care as the department deems necessary, including, but not limited to:~~

- ~~(a) Sexual deviancy evaluations;~~
- ~~(b) Substance and alcohol abuse evaluations;~~
- ~~(c) Psychiatric evaluations;~~
- ~~(d) Psychological evaluations; and~~
- ~~(e) Medical evaluations~~

~~5) The department may perform investigations of the applicant, licensee, assistant, volunteer, member of their household, and other person having access to the child in care as the department deems necessary, including accessing criminal histories and law enforcement files.~~

WAC 388-155-070 How do I apply for a license and what is required?

- (1) To apply for a license to provide family home child care you must:
- (a) Be eighteen years of age or older;
 - (b) Attend an orientation provided by the department;
 - (c) Submit to the department a completed and signed family child care home license application form, including the following attachments:
 - (i) The \$24 per year license fee. The license fee may be paid for one, two, or three years;
 - (ii) A completed criminal history and background inquiry form for each person 16 years of age or older who will have unsupervised or regular access to the children in care. This includes you, any other applicants, assistants, volunteers and members of your household;
 - (iii) A copy of your government-issued picture identification; and
 - (iv) A copy of your social security card or your employer identification number card.
 - (d) Submit to the department these additional documents either with your application or within the 90-day licensing period:
 - (i) An employment and education resume for you and any assistants along with your school transcript, if needed;
 - (ii) Documentation of current TB exam by the Mantoux method for you, any assistants, volunteers and adult members of the household;
 - (iii) Documentation of current, standard first aid and infant/child CPR training for you and any assistant who will be left alone to care for the children;
 - (iv) Documentation of your HIV/AIDS training;
 - (v) Documentation of the local health jurisdiction approval of your private water supply and independent sewage system, if applicable;
 - (vi) A copy of your health care plan; and
 - (vii) A copy of your policies and procedures that you give to parents.

(e) Provide to the department any additional reports or information regarding you, any assistants, volunteers, members of your household or any other person having access to the child in care. This could include:

- (i) Sexual deviancy evaluations;
- (ii) Substance abuse evaluations;
- (iii) Psychiatric evaluations; and
- (iv) Medical evaluations.

(2) If the department decides it is necessary, the department may investigate you, other applicants, assistants, volunteers, members of your household, and other persons having access to the children in care. This investigation could include, but is not limited to, accessing criminal histories and law enforcement files and records.